

**House of Representatives
Office of the Clerk
H-154, U.S. Capitol
Washington, D.C. 20515**

Amendment of Solicitation
Document Production - LRC

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1. AMENDMENT NO.
1

2. EFFECTIVE DATE
March 6, 2008

3. NAME AND ADDRESS OF CONTRACTOR (Street,
County, State and Zip Code):

4A. AMENDMENT OF SOLICITATION NO.
CLK08000065

4B. DATE
March 6, 2008

5. THIS ITEM AMENDS THE SOLICITATION AS DESCRIBED BELOW: (Organized by UCF section headings, including solicitation contract subject matter where feasible.)

This Amendment is issued to provide answers to questions submitted February 28, 2008, provide the list of attendees at the Pre-Proposal Conference held Wednesday, February 20, 2008, and provide a revised Appendix E – Secondary Printer due to a change in the color print speed.

The House will not accept further questions pertaining to the RFP. If any details of the solicitation remains unclear then consider the solicitation in its entirety, assume the most appropriate course of action, and propose accordingly. All assumptions made in this regard shall be listed and clearly explained in your proposal.

Except as provided herein, all terms and conditions of the document referenced in item 5A, as heretofore changed, remains unchanged and in full force and effect.

7. IMPORTANT: Contractor shall sign and return a copy of this amendment to the issuing office with their signed proposal.

8A. Name and Title of Signer (Type or Print)

9A. Name and Title of Signer (Type or Print)
Lorraine C. Miller
Clerk of the House

8A. Contractor/Offeror (Signature of person authorized to sign)

9B. Contracting Officer (Signature)

8C. Date Issued:

9C. Date Issued:
March 6, 2008

Questions in response to RFP CLK08000065 – Document Production - LRC

Question # 1: How are jobs submitted electronically (sent directly to the printer, submitted through e-mail, ect)?

Answer: Daily print jobs are received electronically in postscript format. Semi-annual and ad-hoc reports can be received electronically either in a PDF format or word processing format.

Question # 2: Do you need job ticketing to submit jobs?

Answer: We currently do not require job ticketing.

Question # 3: Are you keeping the hard drives of the current copiers or are they being turned in as part of the trade in?

Answer: We will not be keeping the hard-drive. It will be part of the trade-in.

Question # 4: Is copier hard drive security important?

Answer: Yes.

Question # 5: Do you deal with sensitivity and personal information being reproduced?

Answer: Yes.

Question # 6: What are the IT requirements for this project?

Answer: See Appendix D and E of the RFP.

Question # 7: What features do you require for the "print controller"?

Answer: See Appendix D and E of the RFP.

Question # 8: What are your scanning requirements (e-mail, Network Folder, SMB, Twain, FTP exchange integration, etc)?

Answer: Currently all scanning is done into a local folder.

Question # 9: Would inline GBC punching be a finishing option you are interested for more professional finishing options?

Answer: We will consider that as an option if proposed.

Question # 10: What are the requirements for job accounting (keeping track of usage by accounts or departments)?

Answer: There are no requirements for job accounting.

Question # 11: Will future implementation of a document management system be taken into consideration?

Answer: Yes.

Question # 12: Do you want per time usage charge for the actual service calls or will you allow an "in session" period being charged for the whole period of time?

Answer: We ask that the period of "In Session" time be billed as Time and Materials. The balance of the maintenance period will be fixed priced.

Question # 13: What is the configuration and options on the Canon machines currently installed?

Answer: The Canon IR 110 has 2 paper supply modules (8,000 sheet capacity), one inserter (4,000 sheet capacity), a finisher with stapling capabilities, a stacker with a removable dolly, and a booklet maker. In addition we have an imageScanner 65 that is connected to one of our workstations.

The Canon IR 105 with the standard paper supply capacity, a K₂N finisher with booklet and hole punching capabilities.

Question # 14: On page 6 of 33, you reference jobs need to be held for printing at a later date. Does this mean that you are printing and storing jobs to reprint as needed or are people sending to a print queue that is not released until someone manually releases it?

Answer: We are looking for the capability to send a job to the print queue that can be held until manually released. We are also looking at storing jobs for reprint.

Question # 15: What are the speeds for the black and white and color speeds for the smaller machine?

Answer: The current Canon IR 105 prints at 105 pages per minute and the Canon IR 110 prints at 110 pages per minute. We do not currently have a color printer within the Document Production area. The minimum speeds for the new smaller copier is 40 pages per minute for color copies and 40 pages for black and white copies.

Question # 16: Are you going to award both machines together or is it possible to submit pricing on just one machine?

Answer: Each vendor is free to submit pricing separately for each machine. However, the House requires that the controlling software be compatible for all machines and the decision to award either together or separately will be based on that requirement. Each proposal needs to, at a minimum, meet the requirements of Appendix D and / or Appendix E based on machine proposed.

Question # 17: Will you accept a bid with exception with certain requirements that are not met or are these the minimum requirements?

Answer: You must, at a minimum, meet the requirements stated in Appendix D and E. If your proposal does not meet these minimum requirements it will be considered unresponsive.

Question # 18: On Appendix B: Staffing Plan, you list positions, labor rate and descriptions. If these are at no additional cost to you, should there be a zero labor rate listed?

Answer: Please list as specified.

Question # 19: Do you only want the service technicians listed on the staffing plan or is there other staff that you need information about?

Answer: Please list all Key Personnel – See Section L.

Question # 20: What information do you want included and format do you want the resume submitted?

Answer: Resumes should be in Word format. You are to determine what information you feel is necessary to include for consideration. Resumes should not exceed 2 pages each in length.

Question # 21: What are the peak printing times of the year? Outside of "In Session" times, can you predict peak times?

Answer: Peak times are contingent on the legislative session and cannot be predicted. In the past, peak times occurred during the end of each legislative session (December) and weeks before and after a District Work Period. For the most current listing of district work periods, please visit <http://majorityleader.gov/docUploads/2008-CALENDAR.pdf>.

Question # 22: What is the anticipated color volume or goal for color volume?

Answer: We anticipate a low first year volume – perhaps 5,000 copies per month. However, based on the environment that number is subject to change.

Question # 23: How are you receiving print jobs today?

Answer: Daily print jobs are received electronically in postscript format. Semi-annual and ad-hoc reports can be received electronically either in a PDF format or word processing document with jpeg or tiff graphics inserted in the documents or in hard copy form.

Question # 24: What is needed to prep these documents for printing?

Answer: Currently daily print jobs are in postscript format with document structuring comments and print option extensions. This allows the document to print without any preparation from the document production staff. Legislative documents that are printed on demand are usually in PDF format and the text/images are center aligned. The document production staff then adjusts/shifts the file so they can be cut down to 6 in x 9 in (report format) or 7.5 in x 11 in (bill format). Preparation on other documents may vary and are done on an as needed basis.

Question # 25: What is the printer language that is output from LIMS?

Answer: Postscript and PCL.

Question # 26: Is your intent for the Contractor to provide labor to operate the equipment on a daily basis?

Answer: No.

Question # 27: Will the hard drive on the 110 need to be "swept" by the Contractor?

Answer: Any hard drives associated with either of the printers will need to be swept clean by the Contractor.

Question # 28: As referenced in Tasks 1 & 2: *Does the LRC need 24/7 service when not "In-Session"?*

Answer: No.

Question # 29: As referenced in Outage Resolution Reporting: *Does "outage" include occasions when the system has a paper jam that LRC staff are able to clear without a service call?*

Answer: No.

Question # 30: As referenced in Corporate Capabilities and Past Performance: *How do you determine "annual dollar value" for current & past customer references?*

Answer: Total value of Product Sales and Services provided on an annual basis.

Question # 31: As referenced in Corporate Capabilities: *How much detail do you need in the resume section? (For example, do you want educational background?)*

Answer: Resumes should be in Word format. You are to determine what information you feel is necessary to include for consideration. Resumes should not exceed 2 pages each in length.

Question # 32: As referenced in Appendix D – Primary Printer: *Please clarify the need for spiral or tape binding. How often do you perform these tasks? Do you have this capability today? How much spiral or tape binding are you expecting to do? Do you need a finisher to put the spiral binding on the booklet? How many pages do you need to bind?*

Answer: Currently we do not have the capability to spiral bind. We have tape binding capabilities on our Xerox 6180 but not the Canon IR 110. We do not expect a large volume of tape binding or spiral binding. It is not required to have spiral or tape binding finishing capabilities.

Question # 33: As referenced in Appendix E – Secondary Printer: The specification for 105 ppm in b/w for a color printer is **NOT** an accurate mandatory specification, correct?

Answer: That is correct. The correct specification is a minimum of 40 pages per minute for color copies and a minimum of 40 pages for black and white copies. The rest of the minimum requirements are included in Appendix E – revised.

Closed Captioning Pre-Proposal Conference Registration - Advanced

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LRC Document Production Requirements
Appendix E - Secondary Printer REVISED
03/05/2008

SECONDARY PRINT FUNCTIONS		Priority
Must print in black and white as well as color		Mandatory
Must print at 600 x 600 dpi resolution at a minimum		Mandatory
Must print on standard, legal, and ledger sized paper		Optional
Must print on paper weight up to 110 lbs at a minimum		Mandatory
40 ppm minimum print speed for single sided black and white documents		Mandatory
40 ppm minimum print speed for single sided color documents		Mandatory
SECONDARY SOFTWARE		
Must have the ability to interface with Windows XP		Mandatory
Should have the ability to interface with Windows Vista		Optional
Must have available the following Print Submission Drivers: Microsoft Windows 95 through Windows XP Professional, Vista		Mandatory
Print Management Interface Capabilities		
Must receive electronic files for printing, assign a unique job ID, and store each job in a queue for printing		Mandatory
Should allow the operator to assign a particular job to a particular paper tray		Mandatory
Must allow the operator to review current and completed jobs		Mandatory
Must allow the operator to pause and to resume printing or cancel job completely		Mandatory
SECONDARY HARDWARE		
Total size of equipment and clearances must not exceed the dimensions of the room (See Appendix C)		Mandatory
Must have TCP/IP network connectivity		Mandatory
Must have Ethernet interface (100/1000 Base T) for Windows connections		Mandatory
Must have a print controller with comparable or better features than the ASPEN (SUN print Controller)		Optional
Must have a user interface panel		Mandatory
Paper Feed Functions		
Minimum total storage capacity of 4,000 sheets of 20 lbs stock		Mandatory
Must allow for a minimum of 3 drawer feeds		Mandatory
Must store 8.5x 11 and 11x17 inch paper per drawer		Mandatory
Must feed up to 110 lb paper stock per drawer		Mandatory
Should feed bond, stock, and cover grade paper		Optional
Must identify different paper size and weight for each drawer		Mandatory
Must determine the paper stock per drawer, and switch dynamically based on paper size or weight		Mandatory

LRC Document Production Requirements
Appendix E - Secondary Printer REVISED
03/05/2008

Finishing Capabilities	
Must provide the ability to single and double staple a minimum of 100 sheets of 20 lb stock with multiple positioning	Mandatory
Must be able to create inline signature booklets (with inline staple minimum of 15 11X17 sheets)	Mandatory
Should provide the ability to 2/3 position punch a minimum of 100 sheets of 20 lb stock	Optional
MAINTENANCE & TROUBLESHOOTING	
Must display troubleshooting alerts when the printer experiences a problem. These alerts should be logged and available through print terminal. Additionally any print codes should be displayed as well. Hints and/or instructions should be available or displayed for operator use to correct general/routine problems.	Mandatory
Must provide automated service requests to alert the operator when the printer needs maintenance	Mandatory
Must provide 24/7 service availability and respond to service calls within 2 hours	Mandatory
Should provide email alerts to the operator for service requests	Optional
TRAINING	
Must provide operation manuals covering all features of the printer, in print and/or electronic form. This material should assist the user/operator in troubleshooting printer problems.	Mandatory
Must provide operator training by certified personnel covering all functions and basic troubleshooting operation.	Mandatory